



Administrative Updates

Newsletter for Child Nutrition Directors & Managers

Extending Free Status to Children not listed on the Direct Certification List

“**Extended or extension of eligibility**” means that all children in the household are categorically eligible for free meals if any child or adult receiving SNAP, FDPIR or TANF benefits is a member of that household. Eligibility for free meals is extended to all children in a household if any member has been identified through the direct certification process as eligible for benefits. These children are also considered directly certified. LEAs are encouraged to take appropriate steps to identify these children who are part of the family but were not identified through direct certification through available means, which may include, but are not limited to, the use of school district enrollment records.

How do I Document This Extended Eligibility?

If you have students who reside in a household with a student listed on the Direct Cert list, add the names to the bottom of your printed Direct Cert list and write “lives in same household as (name of Directly Certified student).”

School Reviews

If your school district is up for review this year, you may get started on the paperwork that needs to be completed. Before we come out to see you, the [Off-Site Assessment Tool](#) and the [Dietary Specifications Assessment Tool](#) must be completed and returned to our office. Here is a link to the Child Nutrition website where you can find the fillable forms that need to be completed. If you have any questions, please call our office at 1-888-338-3663.

Grandkids: Are they categorically free if Grandparents are raising them? NO

Several administrators and grandparents have asked if students who are being raised by their grandparents are categorically eligible for free meals at school. The answer is No. Grandparents that want free meals for grandchildren need to fill out an income application and write their income on it just like any other household. Students who are being raised by their grandparents are not automatically eligible for free meals.

Fresh Fruit and Vegetable Grants Risks Assessment

New federal grant regulations (Uniform Grant Guidance-UGG) became effective on December 26, 2014 for grants that were funded by the federal government after that date. LEA's who have received a Fresh Fruit and Vegetable Grant will have a risk assessment completed each year you receive the grant. Risk factors that are measured include:

Prior Experience/Performance
New Personnel
Prior Monitoring Findings
Late Reporting
Data Submission Errors
Grant Award Amount
Audit Findings
Lapsed Funds
Maintenance of Effort Violations.

The purpose of the annual assessment is to determine which grant recipients may need additional oversight or technical assistance during the grant period.

An assessment will be completed for this year's FFVP grantees. You will be notified only if you are moderate or a high risk. The assessment will be completed for the 2016-2017 grantees and results will be included in your Grant Awards next August. If you have questions call Kaye 701-328-2275 or Joe 701-328-3237.

Professional Development: Easy Ways to Earn Credit without Traveling

Many school foodservice staff members are very concerned about acquiring professional development hours. One of the easiest ways is to read the *Directions* and *Administrative Update* newsletter articles. We include articles addressing hot topics that people have questions about. Please print the newsletters and give them to your staff to read on short breaks or at a set time when you are all together and discuss the topics. Professional development can be logged in 15 minute increments (.25 hours), on the Professional Development (PD) Log. Just record whatever topics you read about, the date, and time.

Another way to acquire PD hours would be to go over all the handouts from our Back-to-School Workshop (BTSW), which located on our website. Print the handouts out and go over the sessions. We provided 6 hours of training. You can separate it out into smaller increments. **If you already have 6 hours on your PD Log for BTSW, you cannot get credit again.**

Link to BTSW Presentations:

Link to Professional Development Log is the ninth item on the BTSW list:

<https://www.nd.gov/dpi/Administrators/ChildNutritionFoodDistribution/SchoolNutritionPrograms/Training/>

Another source for PD articles would be the *School Nutrition Journal*. Only members of ND School Nutrition Association receive this journal. If you are not a member, you can join for about \$40 a year, which is an allowable food service expense. The link to the membership application is at:

https://schoolnutrition.org/uploadedFiles/Membership/Membership_Types_and_Applications/ND.pdf

We've also heard concerns about part-time staff needing 4 hours of PD. If you break that up into 15 minute increments, it is only 16 short sessions. Please take advantage of the above resources to meet your PD requirements.

If you have questions about Professional Development, please call or write Deb Egeland or Kaye Knudson at 888-338-3663 or degeland@nd.gov or ksknudson@nd.gov.

Unpaid Meal Charges

What are the rules?

School Food Authorities must serve lunches free or at a reduced price to all students who are determined to be eligible for such meals under 7 CFR part 245.

If a student shows up with funds to pay for one meal, the SFA must allow that child to pay for and eat that one meal even if there is a negative balance.

Negative balances are not allowed to be paid from your non-profit school foodservice funds. At the end of the year any negative balances or unpaid meal charges are considered bad debt and must be recouped from funds other than foodservice or written off as bad debt, according to your schools procedure. In many SFA's, this means dollars from the general fund.

Do you have a policy for unpaid meal charges? If not, you need to develop a policy. Here are some best practices from other school districts.

Make your policy official and enforceable

Establish a written plan that is adopted by the school board and communicated to all families and staff. This can be done by placing the policy in student handbooks and on your website. The policy needs to be followed consistently by all staff. Some schools have funds that may have been donated by an organization to help pay for students who occasionally have a meal charge that is not covered and have not submitted an application for free or reduced priced meals.

Establish a policy that works for your district

Some districts set a zero balance where no student can go below a zero balance. Other allow a certain number of meals to go into a negative balance before no more meals are served and some districts allow an indefinite number of alternative meals. Schools are not required to provide an alternate meal, however children do learn better when they are not hungry.

Have a communication system in place to notify families

All good policies have an advance warning systems in place so both students and parents know when balances are running low or they have run out of funds and the student will no longer receive meals or will receive an alternate meal. Your policy should include how, when, and how frequently you will warn students and parents of low, zero or negative balances.

Follow up on negative balances

Schools should plan to spend time trying to collect outstanding funds. Sending letters, e-mailing, calling parents, text messages are all methods used by schools to collect on negative balances. It is best practice to document all communication attempts with parents to identify what method of communication works best. Setting a low, zero, or negative balance policy is currently not a requirement of the school lunch program but is best to develop a policy before your district faces large negative balances that have not be paid by the end of the school year.

Verification

Sponsors must verify (ask for documentation) 3% of the total number of income applications received by October 1 every year. Verification is confirmation of eligibility for free and reduced-price meals under the National School Lunch program or School Breakfast Program. The verification process must be separate from the approval process. Verification information may be provided at the time application is made for free and reduced-price meal benefits, but the application must be initially approved or denied based on the information supplied on the application. 3% is only 1 out of every 33 applications. When calculating the 3% all fractions must be rounded up to the nearest whole number.

Confirmation Review Before Verification

Each application selected for verification must be re-evaluated by a different person than the person who made the original determination. Once the required confirmation review is completed, the sponsor may proceed with verification if the initial determination was correct. If the confirmation review indicates the new eligibility status is to the household's benefit, the sponsor should make the changes as soon as possible and proceed with verification. If the confirmation review shows that there should be a decrease in benefits. The sponsor proceeds with and completes verification before any notification of a new eligibility status is given.

Household Notification of Selection

When a household is selected for verification and is required by the sponsor to submit documents or other forms of evidence to document eligibility, the household must be sent a notice or letter informing them of their selection and of the types of information acceptable to the sponsor. Sponsors must provide households a means of asking questions about verification by telephone without the household incurring a charge for the call. When the sponsor verifies an application by contacting an agency such as FDPIR or County Social Services/SNAP to verify eligibility, the letter or notice of selection is not required.

A prototype letter to households selected for verification is available on our website at:
<https://www.nd.gov/dpi/uploads/97/Lettertohouseholdselectedforverification.pdf>

Verification Documents

Verification documentation can be from any point in time between the month prior to application and the time the household is required to provide income documentation. Acceptable verification documents are listed for the following forms of income:

EARNINGS/WAGES/SALARY FOR EACH JOB:

- Current paycheck stub that shows how often it is received-**OR-**
- Signed letter from employer stating gross wages paid and how often they are paid

SELF EMPLOYED PERSONS (INCLUDING FARMERS)

- Most recent copy of federal tax form 1040-**OR-**
- If previous year tax form is not indicative of current income status, business or farming papers such as ledger or tax books may be used

SOCIAL SECURITY/PENSIONS/RETIREMENT

- Social Security retirement benefit letter-**OR-**
- Statement of benefits received-**OR-**
- Pension notice

UNEMPLOYMENT COMPENSATION/DISABILITY OR WORKER'S COMPENSATION

Notice of eligibility from State Unemployment Office-**OR-**

Check stub-**OR-**

Letter from Worker's Compensation

SNAP OR TANF BENEFITS, FDPIR ASSISTANCE

Benefit letter from agency

CHILD SUPPORT/ALIMONY

Court decree, agreement or copies of checks received.

ALL OTHER INCOME

Information or papers that show the amount of income received, how often it is received, and the date received.

If the household is unable to confirm its eligibility or refuses to cooperate in verification efforts, benefits must be terminated in accordance with the hearing procedures outlined in the sponsor's free and reduced-price policy statement.

Notice of Adverse Action

All households for whom benefits are to be reduced or terminated must be given ten calendar days' written advance notice of the change.

The first day of the advance notice period is the day the notice is sent.

The notice must advise the household of the following:

- the change in benefits,

- the reasons for the change,

- that an appeal must be filed within the ten-day advance notice period to ensure continued benefits while awaiting a hearing and decision,

- the instructions on how to appeal,

- that the household may reapply for benefits at any time during the school year, and

- that Food Stamp or TANF households may submit an application containing household names and income information and provide written evidence of current household income and the social security numbers of adult household members.

Completion of Verification

Verification of the selected/chosen sample size must be completed by November 15 of each year. Information must be recorded on the Verification Summary Report in NDFoods.

Online Verification Summary Report – User Instructions

Overview:

North Dakota DPI is required to report the results of school free and reduced price eligibility verification efforts each year. All School Nutrition Program (SNP) Sponsors must complete applicable sections of the Verification Collection report and submit the report to DPI.

The report is completed in NDFoods. A link to the report questionnaire will appear in the Work Queue on November 1st. The report must be completed by December 15th

The report questionnaire takes the user through a series of questions. The questionnaire is designed to collect answers to the required questions only. For instance, an RCCI that doesn't collect eligibility applications, and therefore does not have to conduct verification will not be required to completed sections 4 & 5 of the report.

You will need the following information, where applicable, in front of you when completing the report:

Total enrollment on the last operating day in October.

Direct Certification Information from STARS

A list of categorically eligible students other than Direct Certification:

Homeless

Migrant

Runaway

Receiving assistance through the Food Distribution Program on Indian Reservations (FDPIR)

District has identified student as eligible for free meals on behalf of the child

All free and reduced price applications approved for the school year:

Separate the applications by eligibility category (free and reduced price)

Separate the free applications by eligibility reason (income application, SNAP/TANF case number, or foster child)

Verification documentation

Contact Scott Egge at segge@nd.gov or 701-328-2319 with questions regarding the report.

The screenshot displays the NDFoods website. At the top, it features the North Dakota DPI logo and the text "nd.gov Official Portal for North Dakota State Government". The main header includes "Child Nutrition and Food Distribution" and the "NDFoods" logo. Below the header is a "Main Menu" section with a "Menu" tab. The "Menu" tab lists links: "Sponsor Profile", "Search Orders", "My Requests", and "Contact Us Form". Other tabs include "Food" (with links "Search Food Survey" and "Search USDA Foods Received"), "Claims and Payments" (with links "Submit Claim", "Claim History", "Search Claims", "Program Rates", "Search Payments", and "SFA Verification Collection Report"), and "Food Invoice and Payment" (with link "Search Invoices"). To the right of the menu is a "Work Queue" section with a yellow header. It contains a message: "You have 1 unread message(s). View" and a list of items: "Claims Not Submitted (7)" and "Complete SFA Verification Collection Report". A callout box on the right side of the screenshot points to the "Complete SFA Verification Collection Report" link, stating: "Click on the Complete SFA Verification Collection Report Link located in your Work Queue".

Search Verification Collection Reports

Sponsor Verification Collection Reports

1 Verification Collection Reports found.

Date	Status	Action
02/19/2014	Not Started	Start

[Return](#)

Then click on the blue "Start" link.

School Food Authority (SFA) Verification Collection Report

State agencies must report the information on this form annually for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.

*State Agency Name:

*SFA ID#:

*Type of SFA: ☒ Public ☐ Nonprofit/Private

School Year: From: To:

*SFA Name:

*SFA City:

*SFA ZIP Code:

[Cancel](#) [Continue](#)

*Required

The State and Sponsor information section will automatically populate with data from NDFoods.

School Food Authority (SFA) Verification Collection Report

Section 1: Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students

All SFAs must report Section 1

*Total number of schools operated by SFA:

*Total number of students enrolled in SFA:

*Are any of the schools listed above RCCIs?

☐ Yes ☒ No

[Back](#) [Save and Finish Later](#) [Continue](#)

*Required

The total number of schools field will be completed for you. Enter the total number of students enrolled in the district. Then indicate if any of the schools listed are Residential Child Care Institutions (RCCIs) and click on continue.

School Food Authority (SFA) Verification Collection Report

Section 2: SFAs with schools operating alternate provisions

*Is the SFA currently operating Provision 2/3 or the Community Eligibility Option in any school?

☐ Yes ☒ No

[Back](#) [Save and Finish Later](#) [Continue](#)

*Required

The next section asks about schools operating Provision 2/3 or the Community Eligibility Provision. Choose the correct response and click on continue.

School Food Authority (SFA) Verification Collection Report

Section 3: Students Approved as Free eligible Not subject to verification

☐ *Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)

Total number of students who were directly certified through Supplemental Nutrition Assistance Program (SNAP). **Include children who are extended free eligibility because they are living within a household that is receiving SNAP:**

15

Total number of students directly certified through other programs (Temporary Assistance for Needy Families (TANF) Food Distribution Program on Indian Reservations, foster, homeless, migrant, runaway, head start or even star, or non-applicant but approved by local officials). **Do not include SNAP students already reported in previous question:**

5

[Back](#) [Save and Finish Later](#) [Continue](#)

*Required

If the Sponsor is an RCCI or is participating in Provision 2/3 or the Community Eligibility Provision (CEP), the box at the beginning of Section 3 will be checked and the report will be complete for these Sponsors.

All other Sponsors will enter the information regarding directly certified students and click on Continue.

School Food Authority (SFA) Verification Collection Report

Section 4: Household applications and students approved as Free or Reduced Price eligible through an application

Please enter the number of **approved application forms** on file for the following eligibility determinations:

Total number of applications approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

1

Total number of applications approved as Free eligible based on household size and income information:

5

Total number of applications approved as Reduced Price eligible based on household size and income information:

2

Please enter the number of **students** approved as Free or Reduced Price by the following eligibility determinations:

Total number of students approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

2

Total number of students approved as Free eligible based on household size and income information:

8

Total number of students approved as Reduced Price eligible based on household size and income information:

3

Total FREE Eligible Students Reported: 30

Total REDUCED PRICE Eligible Students Reported: 3

[Back](#) [Save and Finish Later](#) [Continue](#)

Section 4 collects information on the number of approved applications by eligibility category and the number of students listed on those applications by eligibility category. The total FREE and Total REDUCED PRICE eligible students at the bottom of the page is populated by the system.

School Food Authority (SFA) Verification Collection Report

Section 5: Verification Results

☐ *Check the box only if ALL schools and/or RCCIs are exempt from verification. If the box is checked, no further verification is required.

Was verification performed and completed?

- ☒ Yes, completed by November 15th
☐ Yes, completed after November 15th
☐ No, verification was NOT performed or the process was not completed

Type of verification process used:

- ☒ Standard (lesser of 3% or 3,000 error prone)
☐ Alternate one (letter of 3% or 3,000 selected randomly)
☐ Alternate two (less of 1% or 1,000 error prone applications PLUS letter of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

Total number of error prone applications (do not report student numbers) as of October 1st:

1

Total number of applications (do not report student numbers) selected for verification as of October 1st:

1

☒ Check the box if direct verification was not conducted in the SFA.

Results of Verification by Original Benefit Type (5-8)

For each original benefit type (A, B, & C), report the number of applications and the number of students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students who are not verified.

Free Categorically Eligible

Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application.

Responded, No Change:

Applications: 0 Students: 0

Responded, Changed to Reduced Price:

Applications: 0 Students: 0

Responded, Changed to Paid:

Applications: 0 Students: 0

NOT Responded, Changed to Paid:

Applications: 0 Students: 0

Free Income

Certified as FREE based on income/household size application.

Responded, No Change:

Applications: 1 Students: 3

Responded, Changed to Reduced Price:

Applications: 0 Students: 0

Responded, Changed to Paid:

Applications: 0 Students: 0

NOT Responded, Changed to Paid:

Applications: 0 Students: 0

Reduced Price Income

Certified as REDUCED PRICE based on income/household size application.

Responded, No Change:

Applications: 0 Students: 0

Responded, Changed to Reduced Price:

Applications: 0 Students: 0

Responded, Changed to Paid:

Applications: 0 Students: 0

The check box at the top of Section 5 is completed for those sponsors not required to complete verification (RCCIs, Provision 2/3 and Community Eligibility Sponsors).

Direct Verification is the process of records from Public Agencies, such as the Department of Human Services to verify income and/or other program participation.

Sponsors that have completed Verification will enter information about their verification process and the results of their verification activities.

Report only information from verified applications in this section

Free Income

Certified as FREE based on income/household size application.

Responded, No Change:

Applications: 0 Students: 0

Responded, Changed to Reduced Price:

Applications: 0 Students: 0

Responded, Changed to Paid:

Applications: 0 Students: 0

NOT Responded, Changed to Paid:

Applications: 0 Students: 0

Reduced Price Income

Certified as REDUCED PRICE based on income/household size application.

Responded, No Change:

Applications: 0 Students: 0

Responded, Changed to Reduced Price:

Applications: 0 Students: 0

Responded, Changed to Paid:

Applications: 0 Students: 0

NOT Responded, Changed to Paid:

Applications: 0 Students: 0

Total questionable applications verified for cause: (Enter NA if not applicable): Report the number applications as of November 15th verified for cause in addition to the verification requirement. Include the results of verification for cause by original benefit type in the appropriate category in 5-8

0

[Back](#) [Save and Finish Later](#) [Continue](#)

*Required

After entering the verification results information, click on Continue.



School Food Authority (SFA) Verification Collection Report

Review

Section 1: Total Schools, RCCIs and Enrolled Students

[Edit Section](#)

Total number of schools operated by SFA:

1

Total number of students enrolled in SFA:

100

Are any of the schools listed above RCCIs?

No

Section 2: SFAs with schools operating alternate provisions

[Edit Section](#)

Is the SFA currently operating provision 2/3 or the Community Eligibility Option in any school?

No

Section 3: Students approved as FREE eligible Not subject to verification

[Edit Section](#)

Total number of students who were directly certified through Supplemental Nutrition Assistance Program (SNAP). Include children who are extended free eligibility because they are living within a household that is receiving SNAP:

15

Total number of students directly certified through other programs (Temporary Assistance for Needy Families (TANF) Food Distribution Program on Indian Reservations, foster, homeless, migrant, runaway, head start or even star, or non-applicant but approved by local officials). Do not include SNAP students already reported in previous question:

5

Section 4: Students approved as FREE or REDUCED PRICE eligible through a household application

[Edit Section](#)

Total number of applications approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

1

Total number of applications approved as Free eligible based on household size and income information:

1

Total number of applications approved as Reduced Price eligible based on household size and income information:

1

Total number of students approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

2

Total number of students approved as Free eligible based on household size and income information:

2

You will then be able to review your answers for the report. Click on Edit Section if any information needs to be changed.

Free Income

Certified as FREE based on income/household size application.

Responded, No Change:

Applications: 0 Students: 0

Responded, Changed to Reduced Price:

Applications: 0 Students: 0

Responded, Changed to Paid:

Applications: 0 Students: 0

NOT Responded, Changed to Paid:

Applications: 0 Students: 0

Reduced Price Income

Certified as REDUCED PRICE based on income/household size application.

Responded, No Change:

Applications: 0 Students: 0

Responded, Changed to Reduced Price:

Applications: 0 Students: 0

Responded, Changed to Paid:

Applications: 0 Students: 0

NOT Responded, Changed to Paid:

Applications: 0 Students: 0

Total questionable applications verified for cause: (Enter NA if not applicable): Report the number applications as of November 15th verified for cause in addition to the verification requirement. Include the results of verification for cause by original benefit type in the appropriate category in 5-8.

0

[Back](#)[Save and Finish Later](#)[Submit to DPI](#)

*Required

When all information is correct, click on the "Submit to DPI" button at the bottom of the screen.

Search Verification Collection Reports

Sponsor Verification Collection Reports

1 Verification Collection Reports found.

Date	Status	Action
02/19/2014	Submitted	View

A "Report Successfully Submitted to DPI message will be displayed. When the report is in submitted status the sponsor will be able to View the report, but will not be able to edit it. DPI will review the report and will either approve it or will return it to the sponsor for correction. The report status will change to "Approved" when DPI has accepted the report.

[Main Menu](#)

Main Menu

Menu

[Sponsor Profile](#)
[Search Orders](#)
[My Requests](#)
[Contact Us Form](#)

Food

[Search Food Survey](#)
[Search USDA Foods Received](#)

Claims and Payments

[Submit Claim](#)
[Claim History](#)
[Search Claims](#)
[Program Rates](#)
[Search Payments](#)
[SFA Verification Collection Report](#)

Food Invoice and Payment

[Search Invoices](#)

Work Queue

You have 1 unread message(s). [View](#)
 • [Claims Not Submitted \(7\)](#)

If the report is returned, a message will be displayed in the Sponsor's Work Queue in NDFoods. DPI will include a comment on what information is questioned. Click on the View link in the Work Queue.

[Main Menu](#)

Then click on the View link in the message table.

List Messages

Received	Category	Message	Action
02/19/2014 8:50 AM	FNS742 Returned	Verification Collection Report has been returned. DPI Comments: Missed section 4	View Delete
02/19/2014 8:39 AM	New Person	Linda Schloer has been added to Alexander Public School.	View Delete

[Return](#)

[Main Menu](#)

Search Verification Collection Reports

Sponsor Verification Collection Reports

1 Verification Collection Reports found.

Date	Status	Action
02/19/2014	Returned	Edit

[Return](#)

Click on Edit, to make the necessary updates to the report and then submit it to DPI again.

Search Verification Collection Reports

Sponsor Verification Collection Reports

1 Verification Collection Reports found.

Date	Status	Action
02/19/2014	Approved	View Print

[Return](#)

When the report is in Approved status the sponsor will be able to View and Print the report. The printable report is in the original USDA report format (Shown Below).

OMB APPROVED NO. 0584-0028
Expiration Date: 04/30/2016

Department of Agriculture, Food and Nutrition Service
School Food Authority (SFA) Verification Collection Report

State Agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0028. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.

State Agency Name: North Dakota SFA ID#: 27002 Type of SFA: ☒ Public ☐ Nonprofit/Private School Year: From: 2014 To: 2015

SFA Name: Alexander Public School SFA City: Alexander SFA Zip Code: 58831

Section 1 Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	** All SFAs must report Section 1 **		A. Number of Schools OR Institutions	B. Number of Students	
	1-1: Total schools (Do Not include RCCIs):		1	100	
	1-2: Total RCCIs (do not include schools counted in 1-1):		0	0	
	1-2a: RCCIs with day students (Report ONLY day students in 1-2a):		0	0	
1-2b: RCCIs with NO day students:		0	0		
Section 2 SFAs with schools operating alternate provisions	** ONLY SFAs with alternate provisions must report Section 2 **		A. Number of Schools AND Institutions	B. Number of Students	
	2-1: Operating Provision 2(3) in a BASE year for NSLP and SBP:		0	0	
	2-2: Operating Provision 2(3) in a NON BASE year for NSLP and SBP:		0	0	
	2-2a: Provision 2(3) students reported as FREE in a NON BASE year:				
	2-2b: Provision 2(3) students reported as REDUCED PRICE in a NON BASE year:				
	2-3: Operating the Community Eligibility Option:		0	0	
Section 3 Students approved as FREE eligible NOT subject to verification	** All SFAs must report Section 3 or check box 3-1 if applicable **		B. Number of Students		
	3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2(3) for all schools)				
	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.		25		
	3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K/Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.		5		
3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.					
Section 4 Students approved as FREE or REDUCED PRICE eligible through a household application	** All SFAs collecting applications must report Section 4 **		A. Number of Applications	B. Number of Students	
	4-1: Approved as categorically FREE eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)		0	0	
	4-2: Approved as FREE eligible: Based on household size and income information		2	4	
	4-3: Approved as REDUCED PRICE eligible: Based on household size and income information		1	1	
T-1: Total FREE Eligible Students Reported:		34	T-2: Total REDUCED PRICE Eligible Students Reported:		1

** All SFAs must report Section 5 or check box 5-1 if applicable **

5-1: ☐ Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?

☒ Yes, completed by November 15th

☐ Yes, completed after November 15th

☐ No, verification was NOT performed or the process was not completed

5-3: Type of Verification process used:

1. ☒ Standard (Lesser of 3% or 3,000 error-prone)

2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)

3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in 5-3, report 5-4. If 2 is checked in 5-3, enter "N/A" in 5-4.

5-4: Total ERROR PRONE applications: Report all applications as of October 1st considered error prone

1

5-5: Number of applications selected for verification sample:

1

Section 5

** All SFAs must report Section 5-7 or check box 5-6 if applicable **

5-6: ☒ Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.

Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/FDPIR/MEDICAID as of November 15th

5-7: Confirmed through direct verification:

5-8: Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.

A. FREE-Categorically Eligible			B. FREE-Income			C. REDUCED PRICE-Income		
Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application			Certified as FREE based on income/household size application			Certified as REDUCED PRICE based on income/household size application		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	1. Responded, NO CHANGE:	1	2	1. Responded, NO CHANGE:	0	0
2. Responded, Changed to FREE	0	0	2. Responded, Changed to FREE	0	0	2. Responded, Changed to FREE	0	0
3. Responded, Changed to PAID:	0	0	3. Responded, Changed to PAID:	0	0	3. Responded, Changed to PAID:	0	0
4. NOT Responded, Changed to PAID:	0	0	4. NOT Responded, Changed to PAID:	0	0	4. NOT Responded, Changed to PAID:	0	0

VC_1: Total questionable applications verified for cause (Enter "N/A" if not applicable). Report the number of applications as of November 15th verified for cause [at page 2](#) to the verification requirement.

0